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# GENERAL SERVICES-ADMINISTRATION

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## MISSION

The mission of General Services is to provide quality services to our customers in a safe and cost effective manner.

## PROGRAM DESCRIPTION

General Services Administration is responsible for the planning, organization, control, directions, and staffing of the General Services department. The department is responsible for the solid waste efforts of the county; maintenance and repairs to all county facilities and properties; project management services for county capital projects; mail courier services; signage for county roads; and Animal Control services to the general public. The General Services Department is open from 7:30 AM to 5:00PM and is located at 310 South Dillard Street, Durham, North Carolina.

## 2002-03 ACCOMPLISHMENTS

- Completed 95% of all Human Resources required training.
- Completed 40% of CPTED recommendations.
- Completed 50% of Bilingual signage in County buildings.
- Enhanced the department's web page.
- Completed Red Cross certified First Aid and CPR refresher training.
- Eliminated water infiltration on the Detention Center roof.
- Resealed all exterior windows at the DSS Main Street Building.

## 2003-04 OBJECTIVES

- Complete remaining five percent (5%) of required Human Resources training.
- Implement sixty percent (60%) CPTED recommendations on county facilities.
- Continue working the remaining fifty- percent (50%) of Bilingual signage.
- Install card access security system at the Judicial Building.
- Award contract for fire alarm upgrade in the Judicial Building.
- Increase the level of quality in building maintenance and control over contracted with new Quality Control Inspector position.

